

Job Order



*** THE FOLLOWING INFORMATION IS NECESSARY TO PROCESS YOUR JOB OPENING! ***

Your Company

Date: _____

Company Name: _____ Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell Phone Number: _____ Fax Number: _____

E-mail Address: _____ Company Web site Address: _____

Job Information

Position Title: _____ Number of Openings: _____

Hours per Week: _____ ☐ Full-time ☐ Part-time ☐ Seasonal

Hours of Operation: _____ to _____ Work/Shift Hours: _____ to _____

Work Days: ☐ S ☐ M ☐ T ☐ W ☐ Th ☐ F ☐ Sat ☐ Permanent ☐ Temporary (duration) _____

Job Site Location: _____

Education Required: ☐ GED/High School Equivalent ☐ Associate ☐ Bachelor ☐ Master ☐ Doctorate
☐ Other (please specify) _____

Months of Experience Required: _____ Minimum Age: _____

Type of Experience Required: _____

Testing Required: _____

Certifications Required: _____

Lifting Capacity: ☐ to 20 lbs ☐ 21-50 lbs ☐ 51-100 lbs ☐ over 100 lbs

Valid Driver's License Required: ☐ yes ☐ no CDL Required: ☐ yes ☐ no CDL Endorsements: _____

Wage and Benefits

Wage Range: \$ _____ to _____ ☐ Hourly ☐ Weekly ☐ Bi-weekly ☐ Monthly ☐ Yearly

Benefits Offered: ☐ 401 K ☐ Employee Discount ☐ Retirement
☐ Child Care ☐ Health Insurance ☐ Sick Leave
☐ Clothing/Uniforms ☐ Life Insurance ☐ Stocks
☐ Dental Insurance ☐ Paid Holidays ☐ Unemployment Coverage
☐ Disability Insurance ☐ Paid Vacation ☐ Vision Insurance
☐ Education Assistance ☐ Profit Sharing ☐ Other _____

Apply Using

☐ Company Application ☐ SD Dept. of Labor and Regulation Application (Form 510)
☐ Resume ☐ Cover Letter

How to Apply

☐ In Person ☐ Call ☐ By Fax ☐ By E-mail ☐ Online at Web site
☐ Download company application from Web site
☐ Leave application/resume at SD Dept. of Labor and Regulation Office

Application Deadline: _____ Date to Close Job Order: _____

Description of job duties, physical demands, working conditions and/or equipment used. If available, attach copy of job description. (This fillable section will expand as needed.)